

ANNUAL REPORT

5074

(May 1988)

An annual report of state forest activities is required for Boggs Mountain, Jackson, Latour, and Mountain Home State Forests. Annual reports are not required for other state forests unless some significant activity occurred or unless timber was sold. The annual report consists of the following:

- Annual report of timber cut.
- Annual State forests statistical data.
- Annual financial summary.
- Narrative report.
- Photographs.

The annual report should be prepared in quadruplicate--one copy for the local forest, one copy for the region chief, and two copies for the Director. The Director must receive his copies by January 15th.

ANNUAL REPORT OF TIMBER CUT

5074.1

(May 1988)

"An Annual Report of Timber Cut" (form RM-23) approved by the region chief will be submitted to the Director's office for each state forest at the end of each calendar year as a part of the State Forest Annual Report. The annual report of timber cut is a summary of all sales of forest products cut during the preceding year. This report should be compiled from timber sale records (RM-20 and RM-21).

Total commercial timber sales information should be shown on the front of the form by type of product harvested. On the back of the form the quantity of various forest products cut for department use should be shown, their MBF equivalent, and estimated stumpage value. Also indicate on the back of the form the commercial timber sales that have not been closed and are being extended into the new year.

STATISTICAL DATA

5074.2

(May 1988)

The "Annual State Forest Report - Statistical Data" (form RM-39) will be completely filled out. This report is required so that state forest activities can be summarized on a statewide basis. This statistical summary can be used as a checklist for items to cover in the narrative report. Especially important items, or items that require clarification, can be explained within the narrative report.

FINANCIAL SUMMARY

5074.3

(May 1988)

The "Annual State Forest Financial Summary" is submitted as part of the annual report ([see Section 5071](#)).

NARRATIVE REPORT

5074.4

(May 1988)

A short annual narrative report highlighting progress on state forests during the year will be forwarded to the Director at the close of each year along with the above report of timber cut. The following list will serve as a reminder of subjects that may be included in this report:

| | |
|-----------------------------|--------------------------------------|
| Acquisition | Hazard Reduction |
| Management Plan Preparation | Road Development |
| Boundary Surveys | Fire Control |
| Inventory | Current Timber Sales |
| Growth and Mortality Plots | Preparation for Future Sales |
| Thinning Experiments | Statement on Expenditures and Income |
| Pruning Experiments | Special Uses |
| Planting | Pest Control |
| Seeding | |

Only those activities in which some accomplishment was made during the preceding year should be included in this report. The report need only briefly summarize accomplished activities to give the Director a general idea of achievement. It will be valuable for analytical and historical purposes as well as for preparation of the statewide Annual State Forest Report. A few pictures of recent activities on state forests are needed for this publication and should accompany or be included in the state forest report from the region.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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